

# EMERGENCY PREPAREDNESS WORKGROUP

## JUNE 9, 2008 MEETING NOTES

**Attendees:** Paul Smith, Aaron Powell, Ed Sorger, Robyn Herring, Bob King, Rob Rensel, Mark Lacina, Bruce Sutherland

- Bruce opened the meeting by iterating that the purpose of the group is to provide a mechanism for coordinating emergency preparedness activities.
- He then provided an overview of his take on the evergreen situation after his first month and half on the job.
  - Level of interest is good
  - A number of folks have done a lot of work
  - Comprehensive plan is good, needs updating, some reorganizing for usability, some portions still need to be completed
  - EOC is impressive, good stock of equipment and materials in EOC and storage containers
  - Some groups have done a lot of preparedness work including student housing and the library
  - Much still to do:
    - Emergency notification
    - Making emergency information accessible
    - Updating the CEMP and making us NIMS compliant
    - Exercising and drills
    - Outreach and involvement of broader emergency response community
  - One idea is to have individual handbooks with basic information for each of the key ICS positions. These would be available to people with key ICS functional responsibilities and would also be in the EOC to complement the materials that already exist there in each of the position file boxes. Training would then be designed around these handbooks.
- A broad ranging discussion followed about the function of the workgroup
  - Rob noted that the distributed authority organization of Evergreen sometimes makes it hard to determine who has ownership of an issue. Sorting this out and making collective recommendations to Senior Staff could be an important function of this group.
  - Bob stated that we need to identify functional responsibilities, not necessarily individual people, for the incident Command operation
  - Robyn observed that for most emergency situations at Evergreen, a simple Incident Command structure is needed, not the large organization currently described in the plan.
  - Discussion followed on this item. It was one of the first things I noted about the plan was that the ICS system described in the plan was cumbersome and thus probably unrealistic and unworkable. We need to work on the idea of a much scaled down version which will make training easier and minimize confusion.

- Ed identified several issues for the group including:
  - Identifying what we are doing now and where are we headed
  - Compliance with NIMS in order to be eligible for FEMA funding
  - Reconstitution of the Incident Management Assistance Team
  - Implementation of a comprehensive notification system
  - Evacuation drills
  - Connecting with incoming students about emergency procedures
- A discussion followed about the police dispatch center and the need to separate the duties of the campus operator from the dispatcher. There was agreement that there needs to be a full time campus operator. Ed and Bob will work on developing a proposal for a campus operator.
- Aaron raised the question about how and when to communicate the CEMP. Do we hold off on finalizing it until all the pieces are in place?
- Bruce opined that the CEMP should be a living document so it would never be “finalized” but it does need to be in a complete form with all the pieces in place as they currently exist so that it can be reviewed and evaluated.
- Rob noted the need to have a web page with emergency response information on it including perhaps the CEMP. There was strong support for a webpage but some felt the CEMP should not be on the webpage for security reasons but should be available electronically for those who are interested.
- Following up on the webpage, Bruce passed around a copy of the UW emergency response poster and a version he has worked up for Evergreen. There was good support for making this widely available in student information packets, posted prominently around campus, put on the webpage, etc. Bruce requested that members give him feedback on the content.
- Mark said that they would like to have an evacuation drill near the beginning of fall quarter while the new students are still fresh. Robyn suggested McLain Fire Dept be involved to help make it realistic and more dramatic. It was noted that housing staff need fire drill training.
- A discussion followed on who else should be on the workgroup. One important need is to have a representative from the Academic Deans. Others included the library, student services, the Geoduck Union and the webpage.
- Aaron passed out and discussed a list of emergency notification goals and descriptions of Phase 1 and Phase 2 activities and their current status.
  - Phase 1 activities which are planned using existing funding (\$40K Reserve Request) included a list of 10 items. Four of the items with minimal cost are underway in some form and 6 items are awaiting formal approval to use the funding.
  - Phase 2 activities included a list of items that would be undertaken if additional funding becomes available.
- Rob identified ongoing work on the police radio system, the larger control panel at Police Services, the CAD building mass alert and the need to network the fire alarms.
- e2campus was briefly discussed. People like the system and would like to see it implemented. Robyn posed the question of whether this system would be used for things other than emergencies? If so, would there be a way to differentiate an

emergency notification from other messages? Also who should determine what those other uses should be? Is this is probably a question for Senior Staff?. Bob would like to get 100 people signed up so we can have a good test of the system. Members agreed to sign up and Aaron and Paul agreed to encourage their staff to sign up.

- Rob noted that we need to set up procedures for tiers of notification.

The group decided to meet on the second Monday of each month at 9:00 am.

**The next meeting will be July 14<sup>th</sup> 9:00 am at a room to be announced.**

#### **ASSIGNMENTS:**

1. Pending approval from Art, Ed and Bob will work on developing a campus operator position.
2. Members will get back to Bruce about the content of the poster and he will move forward with finalizing it.
3. Members will provide Bruce with names of possible workgroup members to represent the Academic Deans, the library, student services, the Geoduck Union, the webpage, others???
4. Bruce will continue development of handbooks
5. Don't forget to sign up for e2campus!!